



Workload Committee Meeting
Thursday, 5 December 2019, Room SW00, William Gates Building

Minutes

Present:

Dr Andy Rice (Chair)
Celia Burns (Secretary)
Dr Alice Hutchings
Prof Larry Paulson
Malcolm Scott
Caroline Stewart

1. Apologies for Absence

None.

2. Minutes of the Last Meeting

The minutes of the last meeting held on 10 October 2019 were approved.

3. Update on Pending Actions

i. Terms of Reference

ACR has updated the Terms of Reference to include the revisions agreed at the last meeting. The updated version has been posted on the website.

ii. Workload Model Proposal and Objectives

ACR has updated the Proposal and Objectives document to include the revisions agreed at the last meeting. The updated version has been posted on the website.

iii. Template Document

ACR has not had an opportunity to create a template document for the Committee's data but plans to do so over the next couple of weeks so that CB can populate the document before the next meeting.

iv. Administrative Databases

MS has spoken to Stewart Carswell, who has already started converting the legacy databases to SQL for the webpages and is planning to do the same for the roles database. He has sent MS a schema, which MS will circulate to Committee members for comments. Although it is possible to see previous years' data, there is no change-lock so any changes made mid-year may be missed. Stewart is happy to work with the Committee and, although his primary use of the data is for various webpages, he is also keen to find multiple uses for the data.

It was agreed that MS would be the contact point for working with Stewart and would request a short summary of his plans and timescales. In addition, he would convey to Stewart that it is still unclear how much data will be shared with UTOs (and, consequently, how much data should be posted on the webpages).

v. Markus Kuhn's Collection of Data

Markus Kuhn has contacted ACR in response to the communiqué to UTOs, advising that he would provide a report on the data he holds. ACR agreed to follow up with Markus before the next meeting and forward on Markus' report to Committee members once he receives it.

vi. Graduate Education Office's Databases

CS reported on Graduate Education's data, which comes from various sources including CamSIS searches (e.g., for academic supervisions), their own lists (e.g., for second assessors) and various webpages (e.g., PhD advisors and taught courses), the source of which might be Markus Kuhn's data. The office does not maintain any information on committee work. CS agreed to follow up with Graduate Education about ACS and PhD reviews data. ACR reported that statistics showing who is reviewing graduate applications are available on the website, and assumed this is something Graham Titmus has put together. MS could not confirm whether this is the case, as he has not yet gone through Graham's admin databases. It was agreed that MS would speak to Graham about this.

Undergraduate Data

CS asked about College data. LP felt it was not feasible to collect College data apart from DoS information, which we already have.

ACR reported that Markus Kuhn has data on Part II project supervisions. He reminded Committee members that the Committee's role is to report (rather than interpret) the data and that we are focusing on UTO workload only. CS agreed to talk to Undergraduate Admin about how they collect Part II supervisions data.

vii. Workload Committee Website

A Workload Committee website has been set up, where the minutes and documents from the last meeting have been posted.

viii. Communiqué for UTOs

A communiqué regarding the work of the Committee was circulated to UTOs on 19 November. Apart from Markus Kuhn's email, no other responses were received.

4. Next Steps

The collection of information from various sources will continue. Actions are as follows:

- ACR will create a template document for the Committee's data, for CB to populate.
- MS will convey to Stewart Carswell that it is still unclear how much data will be shared with UTOs (and, consequently, how much data should be posted on the webpages).

- ACR will follow up with Markus Kuhn about his data. On receipt of Markus' report, he will forward it on to Committee members for their information/comment. He will also talk to Markus if further information is required.
- MS will talk to Stewart Carswell and request a short summary of his plans and timescales and to Graham Titmus with regard to his admissions data collection.
- CS will talk to Undergraduate Admin with regard to how they collect Part II supervisions data and to Graduate Education about the ACS and PhD reviews data.

5. Any Other Business

There was a brief discussion of how much historical data should be included for the Committee's purposes. It was thought that 6 or 7 years would suffice (to accommodate sabbatical cycles), but this issue would be discussed later.

6. Date of Next Meeting

The next meeting will be held at 2 p.m. on Thursday, 9 January 2020 in Room SWOO.